**Template for project description
Arctic Field Grant**

Coordination and Support Activities – Mobility

***Completing the form:

Please use this template for the project description. This is a mandatory attachment to the electronic grant application form and is to be completed and uploaded in PDF format. All italicised text and boxes are for guidance and information purposes only and should be deleted in the final version of this document.***

***Please complete all items. Please follow the order of the items given in the template.***

***The project description is to supplement the information you provide in the grant application form created on “My RCN Web”. Links and other documents listed in the project description will not be included in the assessment.***

***Size:***

***The project description is not to exceed three pages, using 11-point font (Times New Roman, Arial or Calibri). It is permitted to use 9-point font for references, tables and figure text.***

***Language:***

***English***

**Name of project**

*Please provide the name of the project*

**Person for whom funding is being sought**

Name:

RiS ID:

Previous AFG grants (year, RiS ID):

Category: □Master student, □PhD candidate, □Postdoc, □Researcher

Is this part of your thesis (for master and PhD students only): □Yes, □No

Norwegian Institution managing the project:

Home Institution (for applicants from non-Norwegian institutions):

*The CV are to be uploaded under “CV” in the* ***online grant application form*** *in accordance with the requirements and guidelines set out in the call for proposals. The Research Council’s template for CVs must be used.*

**Host institution in Norway**

Provide the name and address of the host institution.

*An acceptance form from the Norwegian institution is to be uploaded under “Other” in the* ***online grant application form*** *in accordance with the requirements and guidelines set out in the call for proposals.*

**Excellence****Added value of the field work**

*The purpose of the stay is to be specified in the* ***online grant application form.***

*Explain how the field work is part of and provides added value to your thesis. The following point must be addressed:*

* It is vital that the project is located on Svalbard / Jan Mayen? Why?
* Will the project result in valuable scientific data?
* Has similar/identical work been done before in Svalbard (use the RiS database)?
* Provide 5 References to important literature to support the relevance of your project

**Impact**

**Environmental footprint**

* Is the fieldwork within the span of the legal regulations of Svalbard or do you need a permit?
* Are you planning to use means of transport with high environmental impact (e.g. helicopter)? If so, present arguments for using such means rather than alternative ones.
* Is it possible to coordinate field activities and/or transport with other groups?
* Will you be handling/terminating live animals?
* Are there other impacts of methods used? Have you considered less invasive alternatives and if so, why are they not ruled out?

**Cooperation**

*Describe your cooperation with other groups, applicants or institutions and the benefits to both parties.*

*For applicants from non-Norwegian institutions, it is mandatory to include a thorough description of the cooperation with the Norwegian institution and the benefits to both parties. Many applications are not given top grades due to missing or incomplete cooperation descriptions.*

**Implementation**

**Activities and organisation**

*Provide an expanded project description/field plan.*

* *Give an account of the plan for the field work – activities and objectives.* *Who, where, when and how; dates, locations and means of transport?*
* *Timetable for the activities*

**Field assistant (if applicable)**

*Justify your need for field assistant. Please note AFG only finances field assistants necessary for safety reasons.*

* *Which tasks will be assigned to the assistant?*
* *Will you recruit someone local?*
* *If you have a specific person in mind: Why is it necessary to use that person (special skills, required qualifications etc.).*

**Risks/feasibility:**

* *Is the project feasible as it is described (location, time frame, methods, budget, personnel, equipment, safety, etc.)?*
* *Name the risks involved and describe how the risks can be managed*

**Budget**

*An accrual-based budget summary, cost plan and funding plan are to be entered in the* ***online grant application form.***

*In addition, you need to fill in the itemised* ***AFG budget template*** *in Excel, convert to PDF, and submit it as an attachment*

*Any supplementary information to the budget can be entered here*